

HIGHLAND CEMETERY

RULES AND REGULATIONS

MAY 7, 2013

Rules and regulations of the Highland Cemetery in the Town of Norwood, Massachusetts are made for the protection of lot owners and the residents of the Town.

1. Authority

- 1.1. The Board of Selectmen shall, from time to time, establish cemetery fees.
- 1.2. The Director of Public Works and his designee shall have full responsibility for the cemetery grounds, buildings and equipment including operation and maintenance. He shall have full authority through his subordinates to arrange burials, removals and any other necessary arrangements in connection with the operation of the cemetery.

2. General Rules

- 2.1. All persons are reminded that the cemetery grounds are sacredly devoted to the interment of the deceased and a strict observance of all that is proper in such a place will be required at all times
- 2.2. Cemetery grounds are open sunrise to sunset. After sunset, all unauthorized persons must leave the premises.
- 2.3. Cemetery Office hours: Monday –Friday, 7:00 a.m. - 3:30 p.m.
- 2.4. Forty-eight hours advance notice is required for all interments.
- 2.5. All calls after 12:00 pm on Fridays, or the day before a holiday, are subject to overtime charges.
- 2.6. The Cemetery Superintendent, or designee, will be in full control of funerals, persons, and traffic within the cemetery
- 2.7. No dogs are allowed on cemetery property.
- 2.8. No recreational or sports activities are allowed on cemetery property.
- 2.9. The Cemetery Department is not responsible for any damage to monuments, benches or markers.
- 2.10. No lot shall be seeded, graded, fertilized or mowed by anyone other than an employee of the Town of Norwood under the direction of the Cemetery Superintendent.
- 2.11. Dis-interments are only allowed from June 1st to September 30th.
- 2.12. Veterans Section
 - a) Flush markers only
 - b) No plantings of any kind allowed
 - c) United States flag is the only above ground item to be located at the grave.

3. Lots and Burials

- 3.1. Purchase of lots for future use, or pre- need sales, are prohibited.
- 3.2. Only Norwood residents, or former residents of Norwood who resided in Norwood for at least 6 months, shall be entitled to purchase a lot in Highland Cemetery.
- 3.3. The only persons entitled to be interred at Highland Cemetery shall be:
 - a) Norwood residents;
 - b) Former residents of Norwood who resided in Norwood for at least 6 months; and
 - c) Former residents of Norwood who did not reside in Norwood for at least 6 months may be interred in a lot owned at the time of burial by an immediate family member. In this context "immediate family member" shall be defined as mother, father, husband, wife, son, daughter, grandmother, grandfather, brother and sister, grandchild, aunt, uncle and significant other.
- 3.4. Two full burials may be interned in one grave, referred to as extra deep, only if conditions permit.
- 3.5. Only cemetery employees shall carry the burial container to the place of interment.
- 3.6. All internments must include:
 - a) Burial Permit (MGL Chapter 114)
 - b) Interment Application
 - c) All applicable cemetery fees

4. Burial Container

- 4.1. In order to maintain a high standard of care and to eliminate sunken graves, all earth interments, including cremations, shall be made in an enclosed reinforced concrete burial liner/vault with one raised cover or a 12 gauges or better metal burial liner/vault.
- 4.2. All such containers must be made and installed as to meet specifications established by the Cemetery Department.
- 4.3. The Town of Norwood furnishes and installs burial liners and cremation liners. A fee for these services will be charged in accordance with current cemetery fees.
- 4.4. Burial vaults shall be furnished and installed by others.
- 4.5. Burial liners may be furnished and installed by others provided they meet established specifications which are available from the Cemetery Department.

5. Monuments

- 5.1. Monuments and markers may be erected with written approval of the superintendent.
- 5.2. Monuments and markers are to memorialize individuals interred in the grave lot.
- 5.3. All monuments shall be uniform in size. Maximum monument size allowed is 3' – 6" x 3' – 0" x 1' – 0".
- 5.4. All setting and handling of monuments will be under the supervision of the Cemetery Department.
- 5.5. Foundations shall be installed by the Cemetery Department and priced per current cemetery fees.
- 5.6. Orders for foundations for Memorial Day will not be accepted after May 10th.

- 5.7. Orders for foundations will not be accepted after November 1st and until the frost is out of the ground as determined by the superintendent.
- 5.8. Flush markers made of bronze will be set in concrete and an installation fee will be applied in accordance with the fee schedule.
- 5.9. Flush markers are not to exceed 24" x 12"
- 5.10. Flush markers only are required in Sections SGA, SGB, SGW and the Veteran's section.
- 5.11. Slant markers are no longer allowed.
- 5.12. Only one flush marker per grave.
- 5.13. There is no fee for the installation of veteran's bronze/stone markers.
- 5.14. Granite benches, in place of an upright monument, are allowed on the grave lots with the approval of the Cemetery Superintendent. The maximum dimensions of the bench may not exceed 48" in length and 18" in height with a 3'-6" x 1' foundation. Ground conditions must be suitable for the placement of a bench and set by monument installers only. Only one bench per lot.
- 5.15. The Cemetery Department is not responsible for any flowers or decorations placed on graves. Any decorations or items left on the grave deemed to be inappropriate or offensive will be removed without notice or recourse.
- 5.16. Wreaths may be placed in the cemetery no sooner than December 1 each year. In order to prepare grounds in spring, wreaths must be removed prior to March 1. Wreaths not removed by this date will be removed and disposed of by the Cemetery Department without notice.
- 5.17. No balloons, hats, trinkets, beads, etc. on or around monuments or flush markers.

6. **Planting Restrictions**

6.1. Upright Monument

- a) Flowerbeds shall not exceed a size of 12" in front of the monument and as wide as the monument.
- b) No new shrubbery - any pre-existing unkempt shrubbery may be removed at the discretion of the Cemetery Department after 14 day advance notice.

Note: Shrubs will be removed free of charge at the owners request/permission.

Note: a temporary pot or cut flowers may be placed on the monument to commemorate holidays and anniversaries of the deceased. The Cemetery Department may remove and dispose of said decorations within one week, or at any time if its placement interferes with maintenance of grounds.

- 6.2 The Cemetery Department reserves the right to remove any shrubs, plantings, potted plants, baskets, and flowers, including artificial flowers, that are not properly maintained, secured or are overgrown on the lot.
- 6.3 Flowers placed on the grave site for a burial service will be removed by the Cemetery Department 3 days after the burial.

Definitions

LOT – The term lot shall apply to numbered divisions as shown on the record card and may consist of two or more graves.

GRAVE – The term grave shall apply to a space of approximately 3' x 10' to accommodate one liner/vault and up to 2 cremations.

DEED - The term deed refers to the original conveyance document given by the Cemetery Department to the original purchaser.

INTERMENT – The term interment applies to the permanent disposition of the remains of a deceased person by burial.


DIS-INTERMENT – The term dis-interment applies to the removal of the remains of a deceased person.


CREMATION – The term cremation means the technical process by which human remains are reduced to bone fragments.


MONUMENT – The term monument shall include a memorial of granite or marble which shall extend above the surface of the ground.

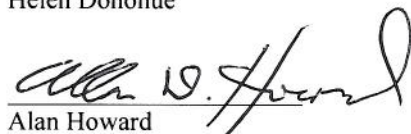
FLUSH MARKER – A stone or bronze marker to mark the location of a grave and shall be set at ground level at the foot of the grave. No more than one (1) flush marker per grave measuring 24" x 12" x 8".

BOARD OF SELECTMEN


William Plasko, Chairman


Paul Bishop


Helen Donohue


Alan Howard


Michael Lyons

DATE OF PASSAGE:

5/7/2013

ATTEST OF THE TOWN CLERK


Robert M. Thornton